



Job Announcement

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RE-POST

PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT TO RE-APPLY

ESSENTIAL FUNCTIONS AND MINIMUM QUALIFICATIONS REVISED

Opening Date:	January 5, 2012	Closing Date:	January 27, 2012
Job Title:	Staff Attorney	Position Type:	At-Will
PIN:	6 Positions Available	FLSA Status:	Exempt
Location:	Court of Special Appeals Annapolis, MD	Minimum Salary:	\$29.89 per hour (No State Benefits Provided)
Financial Disclosure:	Yes		

Essential Functions: Assists the judges of the Court of Special Appeals and visiting judges by reviewing appellate records and briefs filed by litigants. Conducts research and analyzes issues presented within the records and briefs. Prepares written memoranda for appellate panel to use in reaching a decision on the appeal. Assists the Clerk of the Court in reviewing complex motions filed by litigants. The position will require substantial amounts of legal research, writing and analysis. Performs other duties as assigned.

Education: Juris Doctorate and a member of the Maryland Bar.

Experience: A minimum of one year appellate research and writing experience or other legal research and writing experience.

Preferred: Previous experience as a judicial law clerk.

Skills/Abilities: Knowledge of Maryland legal resources (Statutes, case law, and Rules) and the appellate process sufficient to prepare memoranda. Ability to use legal research tools (Lexis/Westlaw/library) to conduct in depth research on legal issues. Ability to independently write concise and coherent legal analysis. Ability to format citations using standard citation references (e.g. Bluebook). Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to work independently with little to no direction or supervision. Ability to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations based on the data. Ability to compose orders, memoranda, and reports using proper grammar, punctuation and spelling. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to communicate in an effective, patient and tactful manner with judges, court personnel and co-workers. Excellent interpersonal skills and oral and written communication skills. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) and/or resume and cover letter stating position title, location and PIN. A writing sample is required at the time of application also. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.